



# NAEYC 72-Hour Notification Form

## PURPOSE

This form is used to alert NAEYC of:

- serious events that may call into question a program's ability to meet all requirements for NAEYC Accreditation.
- any operational disruption(s) that impacts a program's ability to serve children for any period of time.

By submitting this form within 72 hours when any of the critical events listed below occur, a program is complying with requirements necessary for maintaining NAEYC Accreditation.

## PROGRAM INFORMATION

### Primary Contact

Name:	Title:
Phone:	Email:

### Program Identification

Program Name:	Program ID #	
Street Address:		
City:	State:	Zip:
Phone:		

## CRITICAL EVENTS TO BE REPORTED

Indicate the critical event to be reported below and complete the applicable appendix.

<input type="checkbox"/> <b>Appendix 1</b> <ul style="list-style-type: none"><li>• The death of any child</li><li>• A critical injury or harm of a child caused by the action or inaction of program staff or any adult connected to the program.</li><li>• Any suspected physical or psychological abuse of a child by program staff or any adult connected to the program.</li><li>• Any situation that threatens or compromises the essential health or safety of any child</li><li>• Revocation or suspension of the program's license to operate as outlined in the eligibility requirements.</li></ul>
<input type="checkbox"/> <b>Appendix 2</b> <ul style="list-style-type: none"><li>• Any operational disruption that prevents a program from serving children for any period of time.</li></ul>

## SUBMISSION INSTRUCTIONS

<b>Mail:</b> NAEYC Early Learning Programs Attn: Quality Assurance 1313 L Street NW, Suite 500 Washington, DC 20005-4101	<b>Email:</b> <a href="mailto:qualityassurance@naeyc.org">qualityassurance@naeyc.org</a>
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NAEYC will acknowledge receipt of all such notifications within 48 hours of receipt of the notification. The information submitted will be used to determine if there are grounds for conducting a review of the incident using the scope and severity decision policy. If there are grounds for a review, your program will be contacted within 10 days and asked to complete the information included on the following page.

## Appendix 1: CRITICAL INCIDENT(S)

Check all events that you are reporting:

- ☐ Death of a child
- ☐ Critical injury or harm of a child caused by the action or inaction of program staff or any adult connected to the program.
- ☐ Any suspected physical or psychological abuse of a child by program staff or any adult connected to the program.
- ☐ Any situation that threatens or compromises the essential health or safety of any child
- ☐ Revocation or suspension of the program's license to operate as outlined in the eligibility requirements.

Have you notified families served by the program of this incident? ☐ No ☐ Yes

Have you notified licensing or your regulatory body regarding this incident? ☐ No ☐ Yes - If yes please attach documentation

### Details of Critical Incident(s)

**Remove all personal identifying information, including names of children and program staff, before submission. [See our redacting guidelines](#)**

Date the incident(s) occurred:

Duration/time of the incident(s):

Age of the child(ren):

Age category child(ren) are assigned to:

- ☐ Infant ☐ Toddler/Twos ☐ Preschool ☐ Kindergarten

Child(ren) assigned class name:

Location where incident(s) occurred (playground, park, hallway etc):

Please provide a detailed description of the incident(s):

Describe the program's response, including its analysis of the root causes of the incident and subsequent actions (such as personnel actions):

It is the responsibility of the program to ensure the confidential or sensitive information is redacted when submitting documentation that is requested according to the NAEYC scope and severity decision policy. NAEYC does not require personal information such as names of children and teaching staff in order to review any incidents that may have occurred at the program. [See our redacting guidelines](#)

### Include in the submission:

- ☐ A copy of any diagrams or pictures of the location.
- ☐ A copy of the relevant written policies/procedures in place prior to the incident(s)
- ☐ A copy of the new policies/procedures or ongoing improvement plans put into place after the incident(s)
- ☐ A copy of the licensing/regulatory report specifically related to the incident(s), if available.

Attach documentation of the status or results, regardless of the outcome, of any investigations by ALL licensing, regulatory, medical examiner, police or other authorities regarding the incident. Please include:

- ☐ Corrective Action Plan detailing actions or steps that have or will be taken to correct the incident, if available
- ☐ Any administrative action ranging from a written reprimand, to the issuance of a provisional license, to a summary suspension if there is an immediate and present danger to children, if available.

## Appendix 2: OPERATIONAL DISRUPTION

Indicate the type of operational disruption that is causing your program not to serve children:

- ☐ Human-made disasters (i.e. flooding due to plumbing issues, vandalism, renovations beyond the control of the program)
- ☐ Serious weather events (i.e. hurricane or tornado)
- ☐ Other:

### Timeframe of Disruption

My program stopped serving children on:

**A program in operational disruption will maintain its current term of accreditation and understand the following;**

- The program will not be required to submit the annual report form, but will be required to submit the annual accredited fees to maintain accreditation.
- The program cannot engage in the renewal process for NAEYC Accreditation and only maintains accreditation while it is not in operation until the end of its [current five-year term](#).

Choose one of the following:

- ☐ My program has resumed serving children on:

**A program that resumes serving children understanding that;**

- The program may be subject to [additional verification](#).
- The program will be granted a one month grace period if an accreditation form and fee deadline is within one calendar month of the program reopening.

My program has not yet resumed serving children.

- ☐ Anticipated date program will resume serving children:  
(Once the program has resumed serving children, a new 72-Hour Notification Form must be submitted to confirm the end of the operational disruption.)

- ☐ No, my program no longer wishes to be NAEYC-Accredited and will submit a [Voluntary Relinquishment form](#).